

STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

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4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090

<http://www.cdphe.state.co.us>



Colorado Department
of Public Health
and Environment

CDPHE - CACFP PROCEDURE MEMO FDCH #11-11

DATE: April 25, 2011

TO: FDCH Sponsor Directors

FROM: Lynne Torpy, R.D., Director
Colorado Department of Public Health and Environment
Child and Adult Care Food Program (CDPHE-CACFP)

SUBJECT: FDCH Sponsor Forms Revisions and Update of Household Income Eligibility Guidelines for July 1, 2011 - June 30, 2012

Enclosed are the updated USDA Household Income Eligibility Guidelines effective July 1, 2011, through June 30, 2012, and the master copies of the revised forms for 2011-2012. The 2011-2012 form revisions reflect the procedure memorandums that were issued in fiscal year 2010 and the new provisions of the Healthy Hunger-Free Kids/Reauthorization Act of 2010. Please read the enclosed forms and note any changes that may require Sponsors to retrain staff and providers.

Household Income Eligibility Guidelines effective July 1, 2011 through June 30, 2012

Replace any existing provider materials that contain the Household Income Eligibility Guidelines to be used after July 1, 2011 with new guidelines.

The Provider's Household Income Eligibility Form (IEF) English and Spanish

Under Section A

A check box was added to identify foster children on the application.

The name of the Food Stamp program was replaced to reflect the new name, Supplemental Nutrition Assistance Program (SNAP).

The Temporary Assistance for Needy Families (TANF) was added to reflect the extension of categorical eligibility for Tier I meal reimbursement to TANF household members.

A statement was added to clarify that USDA has expanded categorical eligibility for Tier I meal reimbursement to enrolled participants who reside in households in which any member of the household receives assistance from SNAP, TANF, or FDPIR.

The text, "*A Quest card or Social Security Number is not an accepted number for SNAP, TANF, or FDPIR. Please see the instructions,*" was revised to change the new name of the Food Stamp program to SNAP and to add TANF.

Under Section D

The section of the Social Security Number (SSN) was revised to reflect that the adult household member, who completes and signs the household application, is only required to list the last four digits of his or her SSN on the application.

Under Section F

The statement, "This form expires 12 months after the month in which it is received and approved by the Sponsor," and an example for clarification of the effective and expiration dates of eligibility were added to the form.

The reverse of the form was revised to include the latest non-discrimination policy statement received from USDA.

Please discard existing supplies of the previous form and replace with the new version.

Provider Income Eligibility Form (IEF) Instructions (English and Spanish)

The Cover Page and Section A

Were revised to include the new provision of the Reauthorization Act of 2010 providing categorical eligibility without further application, to any foster child whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household, as long as there is documentation from an appropriate State or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State or that the foster child has been placed with a caretaker household by a court.

The revisions also reflect the new provisions of the Reauthorization Act that allows households with foster and non-foster children to include any foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes non-foster children.

A paragraph was added to provide guidance to the adult member of the household completing the application that if any member of the household receives the benefits of the SNAP, TANF, or FDPIR a case number must be listed for one of these program to receive categorical eligibility for Tier I meal reimbursement.

A paragraph was added to provide guidance to the adult member of the household completing the application to indicate that if no member of the household receives the benefits of the SNAP, TANF, or FDPIR, the adult household member who completes and signs a household application, is only required to list the last four digits of his or her SSN or an indication of "none" on the application.

Under Section C

The Gross/Income/Salary/Wages box was revised to clarify that foster payments received by the family from the placement agency are not considered income and do not need to be reported.

Under Section D

A clarification that if the adult household member completing the form does not provide a SNAP, TANF, or FDPIR, number in Section A, the person completing the form must provide the last 4 digits of the Social Security Number (SSN) or an indication of "none" on the application by checking the box provided.

Under Section E

Was revised to explain that the household will be eligible for 12 months after the month and year the Sponsor signs and approves the form.

This section was also revised to include the 2011-2012 Household Income Guidelines.

The non-discrimination text box on Page 4 was revised to include the latest non-discrimination policy statement received from USDA.

Please discard existing supplies of the Dear Provider Letter and replace with the new version.

2011-2012 Children Household Income Eligibility Form (CHIEF) and the Dear Parent or Guardian Letter (English and Spanish)

A check box was added to identify foster children on the application.

The name of the Food Stamp program was replaced to reflect the new name, Supplemental Nutrition Assistance Program (SNAP).

The Temporary Assistance for Needy Families (TANF) was added to the Automatic Qualifying Programs to reflect the extension of categorical eligibility for Tier I meal reimbursement to TANF household members.

The text, *"A Quest card or Social Security Number is not an accepted number for SNAP, TANF, or FDPIR. Please see the instructions,"* was revised to change the new name of the Food Stamp program to SNAP and to add TANF.

The Dear Parent or Guardian letter on the back of the form was revised to include the new provision of the Reauthorization Act of 2010 providing categorical eligibility without further application, to any foster child whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household, as long as there is documentation from an appropriate State or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State or that the foster child has been placed with a caretaker household by a court. The revisions also reflect the new provisions of the Reauthorization Act that allows households with foster and non-foster children to include any foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes non-foster children.

A paragraph was added to provide guidance to the adult member of the household completing the application that if any member of the household receives the benefits of the SNAP, TANF, or FDPIR a case number must be listed for one of these program to receive categorical eligibility for Tier I meal reimbursement.

A paragraph was added to provide guidance to the adult member of the household completing the application to indicate that if no member of the household receives the benefits of the SNAP, TANF, or FDPIR, the adult household member who completes and signs a household application, is only required to list the last four digits of his or her SSN or an indication of “none” on the application.

The Household Income Chart was updated to reflect the rates effective July 2011 through June 30, 2012.

The non-discrimination text box was revised to include the latest non-discrimination policy statement received from USDA.

Please discard existing 2009-2010 CHIEF before June 30, 2011, and replace with the 2011-2012 CHIEF. Use the 2011-2012 CHIEF for all children applying for Tier I rates starting with July 1, 2011.

Child Enrollment Form (CEF) (English and Spanish)

The non-discrimination text box was revised to include the latest non-discrimination policy statement received from USDA. The Spanish CEF has been revised and will be available to order from Creative Prints starting with the July ordering cycle. Existing supplies of the Spanish CEF can continue to be used until July 1, 2011.

Survey of Providers for Tiering Rates

The survey was revised to add middle school and high school to reflect the new provision of the Reauthorization Act of 2010 allowing family day care homes to be classified as Tier I if the home is located in an area served by any school (elementary, middle, or high school) in which at least 50 percent of the enrolled children are certified eligible for free and reduced-price school meals.

The Household Income Eligibility Guidelines chart was updated to reflect the rates effective July 1, 2011 through June 30, 2012.

Discard existing supplies of the survey and replace with the new version. This is an optional form that some Sponsors use. If your sponsorship does not use this form, please disregard.

If you have any questions or need clarification, please contact the CDPHE-CACFP office at (303) 692-2330.